

CONFIDENTIAL

OCT 1 12 34 PM '88

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Nov 10 12 37 PM '88

FBIS 1544-80
4 November 1988

MEMORADNUM FOR: Chief, Operations Support Branch, OL

FROM:

Chief, Logistics, Administrative Staff, FBIS

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SUBJECT: Request for Physical Inventory Support

1. For the past several months FBIS Logistics has been attempting to bring the FBIS property records in line with existing inventories, however, with the continued planned growth of FBIS which is being supported by new systems and equipment, it is now apparent that a much needed physical inventory cannot be accomplished solely using the FBIS Logistics staff in the time frame desired.

2. It is therefore requested that two (2) Logistics Careerists be detailed to FBIS Reston for a period of two weeks (2) for the purpose of assisting in performing a physical inventory of FBIS accountable property.

3. Your support in helping us meet this immediate requirement would be greatly appreciated.

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Original - Addressee

1 - Logs chrono

1 - Logs subject file

1 - FBIS/REG

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